

**OFFICE OF ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 10
THE RECEIVER PROCESS
FEBRUARY 2006**

I. BACKGROUND

This guideline is being established due to an identified need to have a Standard Operating Procedure for the preparation of an electronic receiving report commonly referred to as a “Receiver.” A Receiver is necessary before payment of an invoice can be authorized. It shows that receipt and acceptance of the goods and/or services by an authorized Government representative has taken place.

II. PURPOSE

The purpose of this Administrative Guideline is to outline the specific steps involved in the preparation of a Receiver.

III. POLICY

Upon delivery and acceptance of goods and/or services, administrative personnel or the designated Contracting Officer’s Representative (COR) will prepare a Receiver. The Receiver should be prepared strictly in accordance with the payment schedule outlined in the contract.

To prepare the “Receiver” (formerly known as Receiving Report) in Procurement Desktop:

- Go to the Toolbar
- Go to Procurement
- Go to Postaward
- Go to Receiver

NOTE: A receiver cannot be prepared in your Inbox.

- You should use the Document Number given to the Award with a few **exceptions:**
- Use a “Z” for the Beginning Alpha Letter in place of the existing alpha letter.
- Use an alpha character for the first zero in the four-digit numbering sequence. This needs to change for each payment. (NOTE: In a few instances, you may only have a three-digit numbering sequence after the fiscal year, change the first zero to the alpha character).

As you can see from the example below, we started with “Z” which identifies the document as a Receiving Report. Next is the four digit Org Code, Next is the Fiscal Year of Award, and then the four-digit numbering sequence. The first zero in the four-digit numbering sequence was changed to an alpha letter, which identifies the payment number.

A = 1st payment

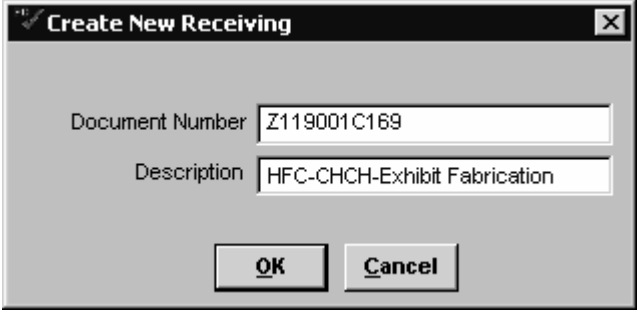
B = 2nd payment

C = 3rd payment

D = 4th payment

*** IF THE GOODS AND/OR SERVICES ARE NOT ACCEPTABLE, CONTACT THE CONTRACTING OFFICER FOR GUIDANCE.**

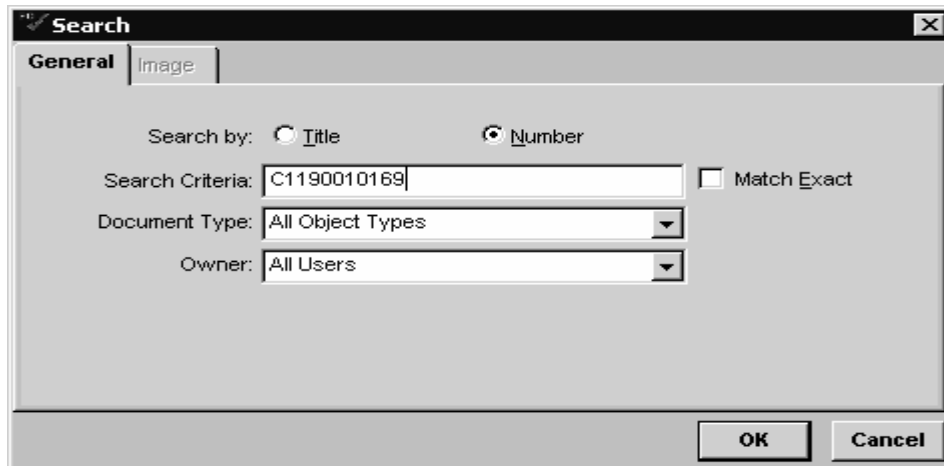
- The Description should be the same as the description on the award document.



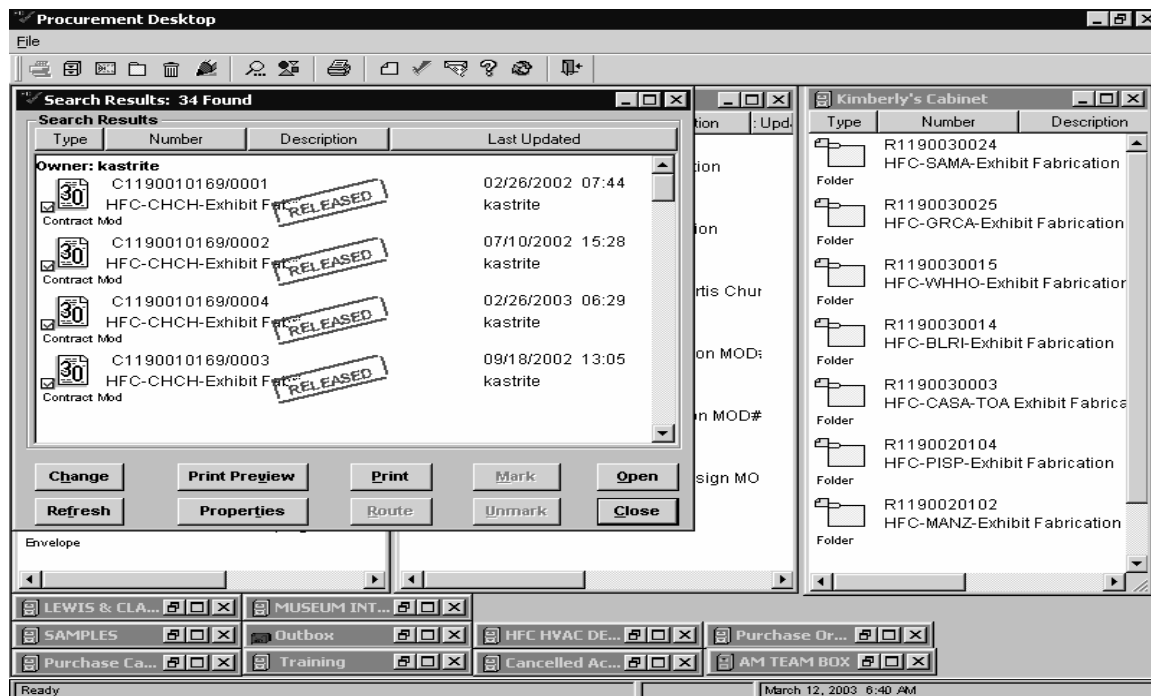
The screenshot shows a software dialog box titled "Create New Receiving". It has two text input fields. The first field, labeled "Document Number", contains the text "Z119001C169". The second field, labeled "Description", contains the text "HFC-CHCH-Exhibit Fabrication". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

- To find this, go to File and then Search.
- Type in the Document Number or Title you want to find.
- At this window, you will want to find and write down:
 - Document Description;
 - Most Current Awarded Document (i.e., C1190010169/0004);
 - Contracting Officer’s Representative; and
 - Owner.

- A sample search window is below. This can be accessed by going to:
 - File;
 - Search.



- Click on OK. You then get the following screen, which will identify the “Owner.”



- The Receiver looks like this:

Procurement Desktop

File Edit Line Items Window Help

HFC-ARCH-Installation [Read Only]

Main Form Line Items

Receiver

Description: HFC-ARCH-Installation
 Receiver Number: Z119105A051
 Order Number: C1191050051/0001
 Order Title: HFC-ARCH-Equipment/Installation
 Received Date: 02/07/2006
 Received Time: 7:33 AM
 Find Match

Shipment

☐ Partial
☒ Final
☐ Damaged

Shipment Number:
 Total Containers:
 Gross Weight: .00000
 Carrier/Shipping Technique:
 Status:
☒ Inspected
☒ Received
☒ Accepted
☐ See herein
 Certifier: JoAnne F. Grove

Vendor:
 Mail Remittance to: CEAYCO Audio Visual Co
 6240 W 54th Ave
 Arvada, CO 80002-2405
 Receiving Location: HFC - Media Production Group
 ATTN: Eric S. Epstein, Supv AV Production Specialist
 National Park Service, Harpers Ferry Center
 IDC Building, 67 Mather Place
 Harpers Ferry, WV 25425
 Phone: (304) 535-6476 ext.
 FAX: (304) 535-6085 ext.
 Delete

Comments: Acceptance Date: 01/17/2006; Invoice Date: 01/23/2006, Eric Epstein COR Authorized.
 Account Number: 1348-7010-477

HFC ... Purch... HFC ... CONT... Outbox Cance... Purch...

Ready February 21, 2006 9:43 AM

- You'll need to change the Received Date and Received Time to reflect the later of the two dates between the Acceptance Date and Invoice Received Date. The system will default to the current date and time.
- Check the "Inspected," "Received," and "Accepted" blocks.
- Comments Block should be completed to include all of the following that apply:
 - Acceptance Date;
 - Invoice Date (if not known, add the words and leave the date blank);
 - COR Name, COR, and authorized. (i.e., Eric Epstein, COR, authorized).
 - Approval by Registrar or Artwork Coordinator, including date;
 - Any special instructions or pertinent information that you want AOC or anyone else to see; and/or
 - Always specify the budget fiscal year, account number(s), and dollar amount(s) to be used. NOTE: The account number(s) must be the same numbers that are already specified in the Contract, Task Order, or Purchase Order. In order to change account numbers, a modification must be issued to officially change the accounting information.

- Fill in the “Receiving Location” Block.
- Next, click on “Find Match.”
- Highlight the award document and click on “Select All Lines” so that your Payment Schedule carries forward.
- Once all information is complete in the Order Number Block, click on “Okay.” This takes you back to the Main Form.

NOTE: If you do not click on “Okay,” your information will not save and be carried forward.

Find Match

Vendor Search Criteria

Order Number: C1190010169 [Search]

Order Date: []

P/S Code: []

SIC Code: []

NAICS Code: []


Vendor: [] [Add]

Issuing Office: [] [Add]

Ship To: [] [Add]

View

☒ By Award ☐ By Line

 C1190010169 1 of 1 All
HFC-CHCH-Exhibit Fabrication
SF 26 Contract

[Deselect All Lines] [OK] [Cancel]

- At the Main Form, click on “Line Items” tab.
- The Line Items looks like the screen below. Double-click on the Line Item to open it.

The screenshot shows the 'Procurement Desktop' application window. The 'Line Items' tab is selected, displaying a 'Line Item Summary' for 'HFC-CHCH-Exhibit Fabrication'. The summary includes a table with columns: Item/Subitem Number, Description, Unit, Qty Ordered, Qty Received, and Qty Rejected. One item is listed: 0001 Exhibit Fabrication, job, 1, 1. The interface also shows a sidebar with 'Envelope' icons, a top menu bar, and a taskbar at the bottom with various open windows like 'SAMPLES', 'AM TEAM BOX', and 'Outbox'.

Item/Subitem Number	Description	Unit	Qty Ordered	Qty Received	Qty Rejected
0001	Exhibit Fabrication	job	1	1	

- In the Shipment Block, click “Partial” Shipment versus “Final” if it is a partial. If this is the final, leave final clicked.

Go into the Line Item Comment Block and include only the wording from the contract document or simplified purchase for the payment(s) that you want to pay.

NOTE: You should verify that the Payment Schedule you are using is the most current schedule. This requires that you look at the initial contract award and all modifications to see if one or more Payment Descriptions and Amounts changed.

- Under Receipt data, change the Unit Price and Total to reflect the total payment amount(s) that you want to make.

Line Item Detail

Detail Description

Receiving Line Item

Order Number: C1190010169
 Order Title: HFC-CHCH-Exhibit Fabrication
 Order Line: 0001

Line Item Number: 0001
 Delivery Date: 06/21/2002
 Shipment: ☐ Partial ☒ Final

Description: Exhibit Fabrication
 Comments: C. Upon completion and inspection of the completed exhibits at the Contractor's facility and receipt of the Preliminary Maintenance Manual.
 \$77,158.00

	Quantity	Unit of Issue	Unit Price	Line Item Cost
Order Data	1.00	job	308,633.10000	\$308,633.10
Receipt Data	1.00	job	77,158.00000	\$77,158.00
Rejection Data				

Reason for Rejection:

Product / Service code: 9999 SIC Code: 3999 NAICS Code: 339999

Line: **Add** **Insert**

Sub Line: **Add** **Insert**

Delete **Close**

- Delivery Date should be the Acceptance Date.
- Once the form is complete, SAVE and CLOSE.
- Once you are sure information is accurate, the document should be printed for your records. When printing, "Both Summary and Detail" should be checked.

Print

Printer: Client\cenci-Citrix_G-iqskh#\HFCAPP2\HFC-AM_IISI on Ne02:

OK **Cancel**

The document you have selected may include line items. Please indicate the level of line item detail that you wish to print.

Line Item Detail

☐ Summary
☐ Detail
☒ Both Summary and Detail
☐ No Line Items

- Route the Receiver to the Owner of the Contract/Simplified Purchase in Procurement Desktop. This can be found by searching for the document in Procurement Desktop. The owner of the document will be identified.

ONCE THE DOCUMENT IS ROUTED TO ACQUISITION MANAGEMENT, THEY WILL:

- Review the document to ensure accuracy;
- Add the date that the invoice was received to the Comments Block;
- “Release” the Receiver in Procurement Desktop;
- Stamp the Invoice with “IDEAS/PD Invoice.”
- Add the Receiver Number to the invoice; and
- The person releasing the document in Procurement Desktop will sign the original invoice.
- Invoices are then placed in the “Programs and Budget” inbox located in the server room.
- A copy of the “electronic” Receiver will be printed for the contract file. When printed, “Both Summary and Detail” should be checked.
- Final payments will be printed or copied onto Green Paper.

Print

Printer: Client\denici-Citrix_G-igskh#\HFCAPP2\HFC-AM_IISI on Ne02:

OK **Cancel**

The document you have selected may include line items. Please indicate the level of line item detail that you wish to print.

Line Item Detail

☐ Summary

☐ Detail

☒ Both Summary and Detail

☐ No Line Items